

Safety Attribute Inspection (SAI) Data Collection Tool

2.1.2 Content Consistency Across Manuals (AW)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To ensure the Certificate Holders' current manual used for guidance of flight, ground operations and management personnel is consistent in its contents across manuals for conducting operations.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder's Content Consistency Across Manual process meets all applicable requirements of the Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder's Content Consistency Across Manuals process incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's Content Consistency Across Manuals process.

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 119.43(b)
 - 119.43(b)(1)
 - 119.43(b)(2)
 - 119.43(c)
 - 119.65(e)(1)
 - 119.65(e)(2)
 - 119.65(e)(3)
 - 121.133(a)
 - 121.133(b)
 - 121.135(a)(1)
 - 121.135(a)(2)
 - 121.135(a)(3)
 - 121.135(a)(4)
 - 121.135(b)(1)
 - 121.135(b)(11)
 - 121.135(b)(16)
 - 121.135(b)(17)

121.135(b)(18)
121.135(b)(19)
121.135(b)(2)
121.135(b)(20)
121.135(b)(22)
121.135(b)(23)
121.135(b)(23)(i)
121.135(b)(23)(ii)
121.135(b)(23)(iii)
121.135(b)(24)
121.135(b)(3)
121.135(b)(5)
121.135(c)
121.141(a)
121.141(b)
121.198(f)
121.360(b)(1)(i)
121.360(b)(1)(ii)
121.360(b)(1)(iii)
121.360(b)(1)(iv)
121.360(b)(2)
121.360(c)
121.360(d)
121.369(a)
121.369(b)
121.369(b)(1)
121.369(b)(2)
121.369(b)(3)
121.369(b)(4)
121.369(b)(5)
121.369(b)(6)
121.369(b)(7)
121.369(b)(8)
121.369(b)(9)
121.369(c)
121.369(c)(1)
121.369(c)(2)
121.369(c)(3)
121.628

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
- FAA Policy/Guidance:
HBAW 02-01A

SAI SECTION 1 – PROCEDURES ATTRIBUTE

Objective: Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Content Consistency Across Manual process.
- 3 Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Content Consistency Across Manual process.

Questions

To meet this objective, the inspector must answer the following questions:

- 1 Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for a Content Consistency Across Manual process:

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| <p>1.1 Does the Certificate Holder's manual contain general policies for this element that comply with the specific regulatory requirements?
 SRRs: 119.43(b)(1); 119.43(b)(2); 119.43(c); 119.65(e)(1); 119.65(e)(2); 119.65(e)(3); 121.133(a); 121.135(a)(1); 121.135(a)(2); 121.135(a)(3); 121.135(a)(4); 121.135(b)(1); 121.135(b)(2); 121.135(b)(5); 121.135(b)(11); 121.135(b)(16); 121.135(b)(17); 121.135(b)(18); 121.135(b)(19); 121.135(b)(20); 121.135(b)(22); 121.135(b)(23)(i); 121.135(b)(23)(ii); 121.135(b)(23)(iii); 121.135(b)(24); 121.135(c); 121.141(a); 121.141(b); 121.198(f); 121.360(b)(1)(i); 121.360(b)(1)(ii); 121.360(b)(1)(iii); 121.360(b)(1)(iv); 121.360(b)(2); 121.360(c); 121.360(d); 121.369(a); 121.369(b); 119.43(b); 121.133(b); 121.135(b)(23)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes a general policy to clearly identify each excerpt as a part of its operation specifications. <p><i>Sources:</i> 119.43(b)(1); 121.135(b)(1)</p> <p><i>Interfaces:</i> 1.1.3-aw; 1.2.6-aw; 1.3.1-aw; 1.3.12-aw; 1.3.15-aw; 1.3.17-aw; 1.3.18-aw; 1.3.19-aw; 1.3.2-aw; 1.3.21-aw; 1.3.22-aw; 1.3.23-aw; 1.3.5-aw; 1.3.6-aw; 1.3.7-aw; 3.1.11-op; 3.1.12-op; 5.1.8-aw; 5.1.8-op; 5.1.9-aw; 5.1.9-op; 7.1.1-aw; 7.1.2-aw; 7.1.3-aw; 7.1.3-op</p> | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
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- Check that the Certificate Holder's manual includes a general policy that compliance with each operations specifications requirement is mandatory.
Sources: 119.43(b)(2); 121.135(b)(1)
- Check that the Certificate Holder's manual required by 121.133 includes a general policy stating the duties, responsibilities and authority of personnel required under 119.65(a)(1–5).
Sources: 119.65(e)(1); 121.135(b)(1)
Interfaces: 2.1.1–aw; 2.1.1–op; 2.1.3–aw; 2.1.3–op; 2.1.4–aw; 2.1.4–op; 7.1.1–aw; 7.1.2–aw; 7.1.3–aw; 7.1.3–op; 7.1.4–op; 7.1.6–aw
- Check that the Certificate Holder's manual includes a general policy to list in its manual the names and business addresses of the individuals assigned to the positions listed in 119.65(a)(1–5).
Sources: 119.65(e)(2); 121.135(b)(1)
Interfaces: 2.1.1–aw; 2.1.1–op; 2.1.3–aw; 2.1.3–op; 2.1.4–aw; 2.1.4–op; 7.1.1–aw; 7.1.2–aw; 7.1.3–aw; 7.1.3–op; 7.1.4–op; 7.1.6–aw
- Check that the Certificate Holder's manual includes a general policy to have maintenance information and instructions, in printed form or other form acceptable to the administrator. (in whole or in part)
Sources: 121.135(b)(1); 121.133(b)
Interfaces: 2.1.4–aw; 2.1.4–op
- Check that the Certificate Holder's manual includes a general policy to not be contrary to any applicable Federal regulation or the certificate holder's operations specifications or operating certificate.
Sources: 121.135(b)(1); 121.135(a)(4)
Interfaces: All of 1.1; All of 1.2; All of 1.3; All of 2.1; All of 3.1; All of 3.2; All of 4.1; All of 4.2; All of 4.3; All of 4.4; All of 5.1; All of 6.1; All of 6.2; All of 7.1; All of 7.2
- Check that the Certificate Holder's manual includes a general policy stating the duties and responsibilities of each crewmember.
Sources: 121.135(b)(1); 121.135(b)(2)
Interfaces: 1.3.16–aw; 1.3.17–aw; 1.3.18–aw; 1.3.5–aw; 7.2.1–op
- Check that the Certificate Holder's manual includes a general policy stating the duties and responsibilities of appropriate members of the ground organization.
Sources: 121.135(b)(1); 121.135(b)(2)
Interfaces: 1.3.14–aw; 3.1.12–op; 5.1.1–aw; 7.2.1–op
- Check that the Certificate Holder's manual includes a general policy stating the duties and responsibilities of management personnel.
Sources: 121.135(b)(1); 121.135(b)(2)
Interfaces: 7.1.1–aw; 7.1.2–aw; 7.1.3–aw; 7.1.3–op; 7.1.6–aw; 7.2.1–op
- Check that the Certificate Holder's manual includes a general policy with references to appropriate Federal Aviation Regulations.
Sources: 121.135(b)(1); 121.135(b)(3)
- Check that the Certificate Holder's manual contains a general policy with an outline of all input sources that must be operative for the TCAS to function properly.
Sources: 121.135(b)(1); 121.356(c)(2)

<p><i>Interfaces:</i> 1.1.2–aw; 1.1.2–op</p> <ul style="list-style-type: none"> • Check that the Certificate Holder's Airplane Flight Manual contains a general policy with an outline of all input sources that must be operating for the GPWS. <i>Sources:</i> 121.135(b)(1); 121.360(b)(2) <i>Interfaces:</i> 1.1.2–aw; 1.1.2–op • Check that the Certificate Holder's manual includes a general policy with a chart or description of the certificate holder's organization required by Sec. 121.365. <i>Sources:</i> 121.369(a) <i>Interfaces:</i> 1.3.14–aw • Check that the Certificate Holder's manual includes a general policy listing persons with whom it has arranged for the performance of any of its required inspections, including a general description of that work. <i>Sources:</i> 121.135(b)(1); 121.369(a) <i>Interfaces:</i> 1.3.14–aw; 1.3.7–aw • Check that the Certificate Holder's manual includes a general policy listing persons with whom it has arranged for the performance of any of its other maintenance, including a general description of that work. <i>Sources:</i> 121.135(b)(1); 121.369(a) <i>Interfaces:</i> 1.3.14–aw; 1.3.7–aw • Check that the Certificate Holder's manual includes a general policy listing persons with whom it has arranged for the performance of any of its preventive maintenance, including a general description of that work. <i>Sources:</i> 121.135(b)(1); 121.369(a) <i>Interfaces:</i> 1.3.14–aw; 1.3.7–aw • Check that the Certificate Holder's manual includes a general policy listing persons with whom it has arranged for the performance of any of its alterations, including a general description of that work. <i>Sources:</i> 121.135(b)(1); 121.369(a) <i>Interfaces:</i> 1.3.14–aw; 1.3.7–aw • Check that the Certificate Holder's manual includes a general policy with the programs required by Sec. 121.367 that must be followed in performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment and parts thereof. <i>Sources:</i> 121.135(b)(1); 121.369(b) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw • Check that the Certificate Holder's manual contains a general policy designating by occupational title the personnel authorized to perform each required inspection. <i>Sources:</i> 121.135(b)(1); 121.369(b)(3) <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw 	
<p>1.2 Does the Certificate Holder's manual contain references to the regulatory requirements listed in the Supplemental Information section of this element? SRRs: 121.135(b)(3)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel concerned to accomplish this element? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4 Does the Certificate Holder's manual include instructions and information for personnel concerned to perform the requirements of this element? SRRs: 121.135(a)(1) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety. <i>Sources:</i> 121.135(a)(1) <i>Interfaces:</i> All of 1.1; All of 1.2; All of 1.3; All of 2.1; All of 3.1; All of 3.2; All of 4.1; All of 4.2; All of 4.3; All of 4.4; All of 5.1; All of 6.1; All of 6.2; All of 7.1; All of 7.2	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5 Does the certificate holders manual include instructions and information necessary for personnel concerned to:	
1.5.1 Ensure the manual contains a list of names and business addresses of the individuals assigned to position listed in 14CFR 119.65(a)? SRRs: 119.65(e)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.2 Ensure the manual contains a policy that the certificate holder must notify the certificate-holding district office within 10 days of any change in personnel or any vacancy in any position listed in 14CFR 119.65(a)? SRRs: 119.65(e)(3) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instruction and information to notify the certificate holding district office within 10 days of any change in personnel or any vacancy of any position listed in 119.65(a)(1-5). <i>Sources:</i> 119.65(e)(3); 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.3 Ensure the manual be in a form that is easy to revise? SRRs: 121.135(a)(2) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instruction and information to easily revise its manual. <i>Sources:</i> 121.135(a)(1); 121.135(a)(2) <i>Interfaces:</i> 2.1.1-aw; 2.1.1-op	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.4 Have the date of last revision on each page concerned? SRRs: 121.135(a)(3) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instruction and information to have the date of the last revision on each page concerned. <i>Sources:</i> 121.135(a)(1); 121.135(a)(3) <i>Interfaces:</i> 2.1.1-aw; 2.1.1-op	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.5.5 Make certain the manual is not contrary to any applicable Federal regulation? SRRs: 121.135(a)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.6 Make certain the manual is not contrary to any applicable, in the case of a flag or supplemental operation, foreign regulation? SRRs: 121.135(a)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.7 Make certain the manual is not contrary not contrary to any applicable certificate holder's operations specifications? SRRs: 121.135(a)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.8 Make certain the manual is not contrary to the certificate holder's operating certificate? SRRs: 121.135(a)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6 Does the Certificate Holder's manual, which may be in two or more separate parts, contain that part of the information that is appropriate for each group of personnel:</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains information that is appropriate for each group of personnel to include general policies. (manuals may be in two or more separate parts) <p><i>Sources:</i> 121.135(b)(1)</p> <p><i>Interfaces:</i> All of 1.1; All of 1.2; All of 1.3; All of 2.1; All of 3.1; All of 3.2; All of 4.1; All of 4.2; All of 4.3; All of 4.4; All of 5.1; All of 6.1; All of 6.2; All of 7.1; All of 7.2</p>	
1.6.1 General policies? SRRs: 121.135(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.2 Duties of each appropriate members of the ground organization? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.3 Duties of each management personnel? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.4 Responsibilities of each appropriate members of the ground organization? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.5 Responsibilities of each management personnel? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.6 Procedures for the dispatch or release or continuance of flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route? SRRs: 121.135(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.7 Emergency equipment and procedures? SRRs: 121.135(b)(11)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for emergency equipment. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(11)</p> <p><i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw</p> <ul style="list-style-type: none"> • 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>Check that the Certificate Holder's manual includes instructions and information for emergency procedures. <i>Sources:</i> 121.135(a)(1); 121.135(b)(11) <i>Interfaces:</i> 7.2.1–op</p>	
<p>1.6.8 Instructions and procedures for maintenance? SRRs: 121.135(b)(16)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and procedures for maintenance. <p><i>Sources:</i> 121.135(b)(16) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.9 Instructions and procedures for preventive maintenance? SRRs: 121.135(b)(16)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and procedures for preventive maintenance. <p><i>Sources:</i> 121.135(b)(16) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.10 Instructions and procedures for servicing? SRRs: 121.135(b)(16)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and procedures for servicing. <p><i>Sources:</i> 121.135(b)(16) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.11 Time limitations, or standards for determining time limitations, for overhauls? SRRs: 121.135(b)(17)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, for overhauls of airframes, engines, propellers, appliances and emergency equipment. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.12 Time limitations, or standards for determining time limitations, for inspections? SRRs: 121.135(b)(17)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, for inspections of airframes, engines, propellers, appliances and emergency equipment. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(17)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p><i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw</p>	
<p>1.6.13 Time limitations, or standards for determining time limitations, for checks of airframes? SRRs: 121.135(b)(17)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, checks of airframes, engines, propellers, appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.6.14 Time limitations, or standards for determining time limitations, for engines? SRRs: 121.135(b)(17)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, for overhauls of airframes, engines, propellers, appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, for inspections of airframes, engines, propellers, appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, checks of airframes, engines, propellers, appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.6.15 Time limitations, or standards for determining time limitations, for propellers? SRRs: 121.135(b)(17)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, for overhauls of airframes, engines, propellers, appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, for inspections of airframes, engines, propellers, 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>

<p>appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw</p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, checks of airframes, engines, propellers, appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw 	
<p>1.6.16 Time limitations, or standards for determining time limitations, for appliances? SRRs: 121.135(b)(17)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, for overhauls of airframes, engines, propellers, appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, for inspections of airframes, engines, propellers, appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, checks of airframes, engines, propellers, appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.17 Time limitations, or standards for determining time limitations, for emergency equipment? SRRs: 121.135(b)(17)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, for overhauls of airframes, engines, propellers, appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, for inspections of airframes, engines, propellers, appliances and emergency equipment. <i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for time limitations, or standards for determining time limitations, checks of airframes, engines, propellers, appliances and emergency equipment. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(17) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw</p>	
<p>1.6.18 Procedures for refueling aircraft? SRRs: 121.135(b)(18)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures for refueling aircraft. <p><i>Sources:</i> 121.135(b)(18) <i>Interfaces:</i> 1.3.14–aw; 1.3.16–aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.19 Procedures for eliminating fuel contamination? SRRs: 121.135(b)(18)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures for eliminating fuel contamination. <p><i>Sources:</i> 121.135(b)(18) <i>Interfaces:</i> 1.3.14–aw; 1.3.16–aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.20 Procedures for protection from fire? (including electrostatic protection). SRRs: 121.135(b)(18)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures for protection from fire (including electrostatic protection). <p><i>Sources:</i> 121.135(b)(18) <i>Interfaces:</i> 1.3.14–aw; 1.3.16–aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.21 Airworthiness inspections, including instructions, procedures, standards, responsibilities and authority of inspections personnel? SRRs: 121.135(b)(19)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains information and instructions on airworthiness inspections, including instructions for procedures, standards, responsibilities and authority of inspection personnel. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(19) <i>Interfaces:</i> 1.3.14–aw; 1.3.2–aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.22 Methods and procedures for maintaining the aircraft weight and center of gravity within approved limits? SRRs: 121.135(b)(20)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains methods for maintaining the aircraft weight and center of gravity within 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

approved limits. <i>Sources:</i> 121.135(b)(20) <i>Interfaces:</i> 1.3.14–aw; 1.3.17–aw	
1.6.23 Accident notification procedures? <i>SRRs:</i> 121.135(b)(22)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.24 Procedures and information to assist personnel to identify packages marked or labeled as containing hazardous materials? <i>SRRs:</i> 121.135(b)(23)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.25 If the Certificate Holder carries, stores or handles hazardous materials the following applies:	
1.6.25.1 Procedures and instructions relating to the carriage, storage or handling of hazardous material? <i>SRRs:</i> 121.135(b)(23) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures and information to assist personnel to identify packages marked or labeled as containing hazardous materials. <i>Sources:</i> 121.135(b)(23) <i>Interfaces:</i> 3.1.12–op; 7.2.1–op • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions relating to the carriage, storage and handling of hazardous materials. <i>Sources:</i> 121.135(b)(23) <i>Interfaces:</i> 3.1.12–op; 7.2.1–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.25.2 Procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C? <i>SRRs:</i> 121.135(b)(23)(i) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 3.1.12–op; 7.2.1–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.25.3 Procedures and instructions for determining the proper packaging? <i>SRRs:</i> 121.135(b)(23)(i) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials <i>Sources:</i> 121.135(b)(23)(i) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<i>Interfaces: 3.1.12–op; 7.2.1–op</i>	
<p>1.6.25.4 Procedures and instructions for determining the proper marking? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials <p><i>Sources: 121.135(b)(23)(i)</i> <i>Interfaces: 3.1.12–op; 7.2.1–op</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.25.5 Procedures and instructions for determining the proper, labeling? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials <p><i>Sources: 121.135(b)(23)(i)</i> <i>Interfaces: 3.1.12–op; 7.2.1–op</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.25.6 Procedures and instructions for determining the proper shipping documents? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials <p><i>Sources: 121.135(b)(23)(i)</i> <i>Interfaces: 3.1.12–op; 7.2.1–op</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.25.7 Procedures and instructions for determining the proper compatibility of materials? SRRs: 121.135(b)(23)(i); 121.135(b)(23)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials <p><i>Sources: 121.135(b)(23)(i)</i> <i>Interfaces: 3.1.12–op; 7.2.1–op</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p>1.6.25.8 Procedures and instructions on the loading hazardous materials? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials <p>Sources: 121.135(b)(23)(i) Interfaces: 3.1.12–op; 7.2.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.25.9 Procedures and instructions on storage of hazardous materials? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials <p>Sources: 121.135(b)(23)(i) Interfaces: 3.1.12–op; 7.2.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.25.10 Procedures and instructions for handling hazardous materials? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials <p>Sources: 121.135(b)(23)(i) Interfaces: 3.1.12–op; 7.2.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.25.11 Notification procedures for reporting hazardous material incidents as required by 49 CFR Subchapter C? SRRs: 121.135(b)(23)(ii)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store or handle hazardous materials, contains procedures and instruction specifying how it will report hazardous material incidents as required by 49 CFR Subchapter C. <p>Sources: 121.135(b)(23)(ii) Interfaces: 3.1.12–op; 7.2.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.25 .12 Instructions and procedures for the notification of the pilot in command when there are hazardous materials aboard, as required by 49 CFR Subchapter C? SRRs: 121.135(b)(23)(iii)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store or handle hazardous materials, contains procedures and instructions to notify the pilot in command when there are hazardous materials aboard, as required by 49 CFR Subchapter C. <p><i>Sources:</i> 121.135(b)(23)(iii) <i>Interfaces:</i> 3.1.12–op; 7.2.1–op</p>	
<p>1.6.26 Other information or instructions relating to safety? SRRs: 121.135(b)(24)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains other information or instructions relating to safety. <p><i>Sources:</i> 121.135(b)(24) <i>Interfaces:</i> 7.2.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.7 Does the Certificate Holder's manual contain a chart or description of the certificate holder's organization required by 14 CFR 121.365: SRRs: 121.369(a)</p>	
<p>1.7.1 A list of persons with whom it has arranged for the performance of any of its required inspections and other maintenance and preventive maintenance or alterations, including a general description of that work? SRRs: 121.369(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.8 Does the Certificate Holder's manual contain the programs required by 14 CFR 121.367 that must be followed in performing maintenance, preventive maintenance and alterations of that certificate holder's airplanes, airframes, aircraft engines, propellers, appliances, emergency equipment and parts thereof? SRRs: 121.369(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9 Does the Certificate Holder's programs required by 14 CFR 121.367 include at least the following:</p>	
<p>1.9.1 The method of performing routine maintenance, non–routine maintenance (other than required inspections), preventive maintenance and alterations? SRRs: 121.369(b)(1)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains instructions and information for the method of performing routine maintenance (other than required inspections). <i>Sources:</i> 121.135(a)(1); 121.369(b)(1) <i>Interfaces:</i> 1.3.14–aw • Check that the Certificate Holder's manual contains instructions and information for the method of performing nonroutine maintenance (other than required inspections). <i>Sources:</i> 121.135(a)(1); 121.369(b)(1) <i>Interfaces:</i> 1.3.14–aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains instructions and information for the method of performing preventive maintenance (other than required inspections). <i>Sources:</i> 121.135(a)(1); 121.369(b)(1) <i>Interfaces:</i> 1.3.14–aw • Check that the Certificate Holder's manual contains instructions and information for the method of performing alterations (other than required inspections). <i>Sources:</i> 121.135(a)(1); 121.369(b)(1) <i>Interfaces:</i> 1.3.14–aw 	
<p>1.9.2 A designation of the items of maintenance and alteration that must be inspected (required inspections), including at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or materials are used? SRRs: 121.369(b)(2)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains s designation of the items of maintenance and alteration that must be inspected (required inspections). This designation must include at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or materials are used. <i>Sources:</i> 121.369(b)(2) <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9.3 The method of performing required inspections? SRRs: 121.369(b)(3)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains instructions and information for the method of performing required inspections. <i>Sources:</i> 121.135(a)(1); 121.369(b)(3) <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9.4 A designation by occupational title of personnel authorized to perform each required inspection? SRRs: 121.369(b)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9.5 Procedures for the reinspection of work performed pursuant to previous required inspection findings (buy–back procedures)? SRRs: 121.369(b)(4)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures for the reinspection of work performed pursuant to previous required inspection findings (buy–back procedures). <i>Sources:</i> 121.369(b)(4) <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9.6 Procedures, Standards and Limits necessary for required inspections and acceptance or rejection of the items required to be</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

inspected?	
<p>1.9.7 Procedures, Standards and Limits for periodic inspection and calibration of precision tools, measuring devices and test equipment? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures, standards and limits necessary for required inspections. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw • Check that the Certificate Holder's manual contains procedures, standards and limits necessary for acceptance of the items required to be inspected. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw • Check that the Certificate Holder's manual contains procedures, standards and limits necessary for rejection of the items required to be inspected. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw • Check that the Certificate Holder's manual contains procedures for periodic inspection and calibration of precision tools, measuring devices, and test equipment. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.14–aw; 1.3.8–aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9.8 Procedures to ensure that all required inspections are performed? SRRs: 121.369(b)(6)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures to ensure that all required inspections are performed. <i>Sources:</i> 121.369(b)(6) <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9.9 Instructions to prevent any person who performs any item of work from performing any required inspection of that work? SRRs: 121.369(b)(7)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains instructions to prevent any person who performs any item of work from performing any required inspection of that work. <i>Sources:</i> 121.369(b)(7) <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9.10 Instructions and procedures to prevent any decision of an inspector, regarding any required inspection from being countermanded by persons other than supervisory personnel of the inspection unit, or a person at that level of administrative control that has overall responsibility for the management of both the</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>required inspection functions and the other maintenance, preventive maintenance, and alterations functions? SRRs: 121.369(b)(8)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains instructions and procedures to prevent any decision of an inspector, regarding any required inspection from being countermanded by persons other than supervisory personnel of the inspection unit, or a person at that level of administrative control that has overall responsibility for the management of both the required inspection functions and the other maintenance, preventive maintenance, and alterations functions. <p>Sources: 121.369(b)(8) Interfaces: 1.3.14–aw; 1.3.4–aw</p>	
<p>1.9.11 Procedures to ensure that required inspections that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service? SRRs: 121.369(b)(9)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures to ensure that required inspections, that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service. <p>Sources: 121.369(b)(9) Interfaces: 1.3.14–aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9.12 Procedures to ensure that other maintenance that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service? SRRs: 121.369(b)(9)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures to ensure that maintenance that is not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service. <p>Sources: 121.369(b)(9) Interfaces: 1.3.14–aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9.13 Procedures to ensure that preventive maintenance that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service? SRRs: 121.369(b)(9)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures to ensure that preventive maintenance that is not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service. 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p><i>Sources:</i> 121.369(b)(9) <i>Interfaces:</i> 1.3.14–aw</p>	
<p>1.9.14 Procedures to ensure that alterations that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service? SRRs: 121.369(b)(9)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures to ensure that alterations that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service. <p><i>Sources:</i> 121.369(b)(9) <i>Interfaces:</i> 1.3.14–aw</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.10 Does the Certificate Holder's set forth in its manual a suitable system (which may include a coded system) that provides for preservation and retrieval of information in a manner acceptable to the Administrator? SRRs: 121.369(c)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains instructions and information of a suitable system, which may include a coded system that provides for preservation and retrieval of information in a manner acceptable to the Administrator. <p><i>Sources:</i> 121.135(a)(1); 121.369(c) <i>Interfaces:</i> 1.3.14–aw</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.11 Does the Certificate Holder's manual a describe a suitable system (or reference to data acceptable to the Administrator) of the work performed and the name of the person performing the work if the work is performed by a person outside the organization of the certificate holder the name or other positive identification of the individual approving the work? SRRs: 121.369(c)(1); 121.369(c)(2); 121.369(c)(3)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains instructions and information of a suitable system, which may include a coded system that provides for preservation and retrieval of information in a manner acceptable to the Administrator and that provides a description or reference to data acceptable to the Administrator, of work performed. <p><i>Sources:</i> 121.369(c)(1) <i>Interfaces:</i> 1.3.14–aw</p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains instructions and information of a suitable system, which may include a coded system that provides for preservation and retrieval of information in a manner acceptable to the Administrator and that provides the name of the person performing the work, if the work is performed by a person outside the organization of the certificate holder. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p><i>Sources:</i> 121.369(c)(2) <i>Interfaces:</i> 1.3.14–aw; 1.3.7–aw</p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains instructions and information of a suitable system, which may include a coded system that provides for preservation and retrieval of information in a manner acceptable to the Administrator and that provides the name or other positive identification of the individual of the person approving the work. <p><i>Sources:</i> 121.369(c)(3) <i>Interfaces:</i> 1.3.14–aw</p>	
<p>1.12 Does the Certificate Holder's manual assure consistency between the approved Minimum Equipment List and the aircraft specific? SRRs: 121.628</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.13 Does the Certificate Holder's manual contain pertinent excerpts of its operations specifications, or references thereto? SRRs: 119.43(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.14 Does the Certificate Holder's Content Consistency Across Manual process comply with the guidance contained in HBAW 02–01a?</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check the Certificate Holder's instructions and information regarding the maintenance/ inspection of pressure cylinders. <p><i>Sources:</i> HBAW 02–01a (3)(d)(1) <i>Interfaces:</i> 1.3.1–aw; 1.3.14–aw; 1.3.2–aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.15 If alternate procedures exist for use during irregular conditions, do the alternate procedures maintain an equivalent level of safety by achieving the same results as the primary procedures?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu	
1. No procedures, policy, instructions or information specified.	
2. Procedures or instructions and information do not identify (who, what, when, where, how).	
3. Procedures, policy or instructions and information do not comply with CFR.	
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.	
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).	
6. Procedures, policy or instructions and information unclear or incomplete.	
7. Documentation quality (e.g., unreadable or illegible).	
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).	
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).	
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).	
11. Other.	

SAI SECTION 2 – CONTROLS ATTRIBUTE

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.

Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures or instructions and information to gain an understanding of the controls that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

- 2 Are the following controls built into the Content Consistency Across Manual process:

2.2 Is there a control in place to ensure the manual is reviewed (at the various Certificate Holder locations) to determine that the contents are consistent for those personnel concerned to perform their duties and responsibilities with a high degree of safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.3 Is there a control in place to ensure that identified conflicting, inadequate or incomplete policies, procedures, methods, information and instructions in the manual are found?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.4 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Content Consistency Across Manual process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<i>SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu</i>
1. No controls specified.
2. Documentation for the controls do not identify (who, what, when, where, how).
3. Controls incomplete.
4. Controls could be circumvented.
5. Controls could be unenforceable.
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE

Objective: Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.

To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis & Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis & Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the process measurement questions below.
- 2 Review the Certificate Holder's policies, procedures or instructions and information to gain an understanding of the process measurements that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

- 3 Does the Certificate Holder's Content Consistency Across Manual process include the following process measurements:

3.1 Process measurements that would reveal that manual contents (at the various Certificate Holder locations) are consistent for those personnel concerned to perform their duties and responsibilities with a high degree of safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal conflicting, inadequate or incomplete policies, procedures, methods, information and instructions in the manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3 Does the Certificate Holder document its process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4 Does the organization that conducts the process measurements have direct access to the person with responsibility for the Content Consistency Across Manual process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu	
1. No process measurements specified.	
2. Documentation for the process measurements does not identify (who, what, when, where, how).	
3. Inability to identify negative findings.	
4. No provisions for implementing corrective actions.	
5. Ineffective follow-up to determine effectiveness of corrective actions.	
6. Resources requirements (personnel, facilities, equipment, technical data).	
7. Other.	

SAI SECTION 4 – INTERFACES ATTRIBUTE

Objective: Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the interfaces associated with the Content Consistency Across Manuals that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER (S) OF THE INTERFACE (S) THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

- | | |
|---|--|
| 4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the Content Consistency Across Manuals process? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.3 Were any additional interfaces identified during the accomplishment of this SAI? | |

<i>SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu</i>
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE

Objective: The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the Content Consistency Across Manual process.
- 2 Identify the person who has overall authority for the Content Consistency Across Manual process.
- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.

Questions

To meet this objective, the inspector must answer the following questions:

5. Are the following aspects of the Management Responsibility and Authority Attribute addressed in the Content Consistency Across Manual process:

5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the Content Consistency Across Manual process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Content Consistency Across Manual process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
5.3 Does the Certificate Holder's manual include the duties and responsibilities of those who manage work required by the Content Consistency Across Manual process? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the Content Consistency Across Manual process? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the Content Consistency Across Manual process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

and information for the Content Consistency Across Manual process?	
5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Content Consistency Across Manual process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<i>SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE –Drop Down Menu</i>
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.